

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DSNY/ OFFICE OF THE COMMISSIONER

DIVISION

(DSNY-010-POLICY INTERN FOR THE COMMISSIONER)

ADDRESS1 125 WORTH STREET

ADDRESS2 NEW YORK, NY

CONTACT NAME JUSTIN BLAND

E-MAIL INTERN2015@DSNY.NYC.GOV

PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

The New York City Department of Sanitation is the nation's largest municipal sanitation agency, with nearly 10,000 employees committed to keeping New York City healthy, safe, and clean by collecting, recycling, and disposing of waste, cleaning city streets and vacant lots, and clearing snow and ice.

UNIT DESCRIPTION (Max characters 300)

Working in the Commissioner's Office, the Policy Intern will support the office's advisor and analyst as well as the Department's Chief of Staff in analyzing solid waste policy and assisting with high-priority projects for the Department.

POSITION TITLE (Max characters 100)

Summer Graduate Intern - (DSNY-010-POLICY INTERN FOR THE COMMISSIONER)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Responsibilities include:

- Providing day to day support for the Commissioner and other senior staff
- Research and data analysis on various subjects related to the agency's mission
- Assist in the development of an agency-wide strategic plan
- Analysis of the Department's involvement in commercial waste policies
- Assisting in interdisciplinary projects requiring the coordination of employees in multiple bureaus of the agency
- May include field research and site visits as needed

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.

A focus on public administration or management, environmental studies, urban planning, or other related fields.

The selected candidate will have strong analytical and writing skills, attention to detail, and the ability to manage multiple projects simultaneously.

Proficiency in Excel; experience with ArcGIS is a plus

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to which you are applying to Justin Bland at intern2015@dsny.nyc.gov

SALARY RANGE

\$720.50 P/W

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin on June 1 and last between 10 and 13 weeks

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